



Working with Children Policy

Rationale:

Any person whose duties usually involves, or is likely to involve, work in a school (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act.

The intention of this policy is not to limit parent involvement or contact with school programs. Rather, it is to ensure that everyone who works with children at Broadmeadows Primary School has been checked. The duty of care we share for the safety of children in our care is undeniable.

Aims

- To take every step possible to ensure the safety of our students.

Implementation::

- Teaching staff are required to be registered with the Victorian Institute of Teaching (VIT) and are therefore exempt from requiring a Working With Children Check as registration requires this check
- Any person registered with the VIT seeking casual or contract employment must provide a copy of a current registration before commencing. Employment agencies used by the school require the same for Casual Relief Teaching.
- Education Support (ES) members employed must have undertaken a Working With Children Check
- All providers of goods and services employed by the school will require a WWC Check as part of Broadmeadow Primary School's risk mitigation strategy.
- All volunteers engaged in "child-related work" must provide a WWC check. The exception is a guest who has been invited on occasion to visit a class and who remains at all times under direct supervision by the teacher.
- Other volunteers engaged in 'child-related work', all employees and volunteers, current and prospective, are responsible for undertaking the WWC required for employment whether the employment is paid or voluntary.
- The administration staff will keep a folder of all WWCs. The folder will be checked annually to ensure WWCs are updated every 5 years.
- Working with Children Checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

Ratified by School Council in: **July 2016**

References: